

ADMINISTRATIVE - INTERNAL USE ONLY

DD/A Registry  
76 - 2110

DD/A Registry  
File *Travel*

DCI/IC 76-0132

2 June 1976

*1 JUN 1976*

## OSD Declassification/Release Instructions on File

MEMORANDUM FOR: Deputy Director for Administration

FROM : John N. McMahon  
Associate Deputy to the DCI for the  
Intelligence Community

SUBJECT : Transportation for the D/DCI/IC

1. As you are aware, the Director has initiated legislation to designate Admiral Murphy's position as a statutory deputy. We assume that inherent in such legislation all benefits, privileges and considerations normally accorded a Deputy Director will befall Admiral Murphy. Although the legislation is in the early stages of its process and may take as long as a year before final passage, Admiral Murphy has already assumed the duties and responsibilities of a de facto Deputy, and the Director has designated Admiral Murphy as Vice Chairman of the National Foreign Intelligence Board. In practice then, we submit that since Admiral Murphy is conducting the responsibilities of his present as well as his envisaged office, sans statutory sanction, it is appropriate that he be granted the privilege of transport between domicile and place of employment.

2. There is a very practical justification to the provision of such transport inasmuch as Admiral Murphy can make valuable use of the driving time to perform official work and reading. While not bearing directly on this case, we do note that the Department of Defense has designated Chiefs of Staff for the Services, as well as certain other four-star commanders, as requiring transport such as we hereby request.

3. For your information, Admiral Murphy will be moving from his present residence at the Naval Observatory to his personal home in Potomac, Maryland, on or about 17 June.

  
John N. McMahon

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

## DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

Ch 2(REPRINT)  
Ch 1, 1/27/76

March 9, 1976

DISTRIBUTION

4500 series

REPRINT of DoD Directive 4500.36, 7/30/74

## INSTRUCTIONS FOR RECIPIENTS

REPRINT

The attached REPRINT of DoD Directive 4500.36, "Management, Acquisition, and Use of Motor Vehicles," dated July 30, 1974, incorporates authorized changes to pages 3, 6, 7, and enclosure 1, which are indicated by marginal asterisks. The previous change has been incorporated.

The REPRINTED Directive should be substituted for copies of DoD Directive 4500.36 and Change 1 previously distributed.

EFFECTIVE DATE

These changes are effective March 15, 1976.

*Maurice W. Roche*  
MAURICE W. ROCHE, Director  
Correspondence and Directives  
OASD(Comptroller).

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

SD FORM 106-1  
1 MAR 62

PREVIOUS EDITIONS ARE OBSOLETE



July 30, 1974  
NUMBER 4500.36

ASD (I&L)

## Department of Defense Directive

SUBJECT Management, Acquisition, and Use of Motor Vehicles

- Refs.:
- (a) DoD Directive 4500.36, "Administrative Use Motor Vehicles," January 28, 1971 (hereby cancelled)
  - (b) General Services Administration Federal Management Circular 74-1, "Federal Energy Conservation," January 21, 1974
  - (c) Secretary of Defense Multi-Addressee Memorandum, "Use of Government Transportation Between Residence and Place of Employment," April 26, 1973 (hereby cancelled)
  - (d) General Services Administration Interim Federal Specification KKK-A-00811L, October 30, 1971
  - (e) DoD Directive 4500.9, "Transportation and Traffic Management," November 29, 1971
  - (f) Section 638a of Title 31, United States Code
  - (g) Section 133(d) of Title 10, United States Code
  - (h) DoD Directive 4000.19, "Basic Policies and Principles for Interservice, Interdepartmental and Interagency Support," March 27, 1972
  - (i) DoD Instruction 7041.3, "Economic Analysis and Program Evaluation for Resource Management," October 18, 1972
  - (j) Section 2632 of Title 10, United States Code
  - (k) Public Law 766, 83rd Congress (68 Stat 1126)
  - (l) Executive Order 10579, November 30, 1954

### I. PURPOSE

This Directive updates and reissues reference (a), implements appropriate provisions of Attachment A, reference (b), and delineates responsibilities and authorities concerning Department of Defense (DoD) owned and controlled motor vehicles. References (a) and (c) are superseded and cancelled.

- A. The provisions of this Directive apply world-wide to the Military Departments, the Defense Agencies, the Office of the Secretary of Defense, and to all operational entities assigned to the OSD for administrative support (hereinafter referred to collectively as "DoD Components").
- B. Its provisions apply to all vehicles used by the DoD regardless of how acquired (whether by purchase, hire, lease, or transfer from another Department or Agency) or how financed (whether through appropriations, revolving funds, trust funds, non-appropriated or other funds).

III. EXPLANATION OF TERMS

As used in this Directive:

- A. Automobile Sedans are identified according to Interim Federal Specification KKK-A-00811L (reference (d)) as follows:
  - 1. Type IA - subcompact
  - 2. Type IB - compact
  - 3. Type II - intermediate
  - 4. Type III - regular (standard)
  - 5. Type IV - medium
  - 6. Type V - heavy
  - 7. Type VI - limousine
- B. Commercial Type Vehicle means a vehicle designed to meet civilian requirements and used without major modifications for routine purposes in connection with the transportation of supplies, personnel, or equipment.
- C. Field Work means official business performed away from one's regular duty station or post.
- D. Executive Departments includes the Military Departments.

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Continuation of III.

- E. Military Type Vehicles are those which result from military research and development processes and are designed primarily for use by forces in the field in direct connection with, or support of, combat or tactical operations.
- F. National Capital Region includes the District of Columbia, Montgomery and Prince George's counties in Maryland, Arlington, Fairfax, Loudoun, and Prince William counties in Virginia, the cities of Alexandria, Fairfax, and Falls Church in Virginia, and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined areas of the aforesaid counties. \*
- G. Official Purposes means any officially authorized DoD function, activity, or operation. \*

#### IV. POLICIES

##### A. General

- 1. Utilization. The use of all DoD owned and controlled motor vehicles shall be restricted to official purposes only. Section 638a (c) (2) of Title 31, United States Code, provides in pertinent part that official purposes shall not include transportation between domiciles and places of employment except in cases of medical officers on outpatient medical service and of officers and employees engaged in field work the character of whose duties makes such transportation necessary and only as to such latter cases when approved by the head of the department concerned. This restriction on transportation between domicile and place of employment applies to transportation to, from, and within, as well as that wholly outside, DoD installations. The same statute exempts from this limitation any motor vehicles for official use of the President, the heads of executive departments enumerated in 5 United States Code 101, principal diplomatic officials, and certain others. In addition to being in compliance with the foregoing, the use of DoD owned and controlled motor vehicles shall conform to policies outlined in DoD Directive 4500.9 (reference (e)). \*
- 2. Exemptions. Pursuant to the exemptions granted by 31 United States Code 638a (reference (f)) the Department of Defense officials listed in Enclosure 1 are authorized to use U. S. Government owned or controlled motor vehicles for transportation between their domiciles and places of employment as heads of executive departments and principal diplomatic officials. Such transportation is also authorized for medical officers while performing outpatient medical service away from a hospital and may be approved by the head of the Department concerned for personnel while engaged in field work when the character of their duties makes such transportation necessary and other \*

transportation is not adequate. For the purpose of approving transportation in connection with field work the Secretaries of the Military Departments are heads of departments within the meaning of reference (f). In addition, pursuant to 10 United States Code 133(d) (reference (g)) authority is hereby delegated to the Directors of Defense Agencies who report directly to the Secretary of Defense to approve transportation between domiciles and places of employment in accordance with reference (f) and the foregoing for officers and employees engaged in field work. The authority vested in the Secretaries of the Military Departments and the aforementioned Directors of Defense Agencies to approve such transportation may not be further delegated.

3. Penalty. "Any officer or employee of the Government who willfully uses or authorizes the use of any Government owned passenger motor vehicle . . . , or of any passenger motor vehicle . . . leased by the Government, for other than official purposes or otherwise violates the provisions of this paragraph shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant." (Section 638a (c) (2) of Title 31, United States Code.)
4. Resource Management. Motor vehicle resources shall be so organized and managed as to insure optimum responsiveness, efficiency, and economy in support of the DoD mission. The vehicle selected for an individual task shall be the one best suited by virtue of size, configuration, and economy of operation.
5. Commercial Type Vehicles shall be used to the fullest extent to fulfill general transportation requirements.
6. Group Transportation. Adequate motor vehicle transportation may be furnished personnel attached to or employed in the DoD for travel to and from their places of employment when the Secretary of a Military Department determines that such transportation is necessary for the effective conduct of the affairs of that Department and reasonable fares are established under regulations prescribed by him, provided (1) other transportation facilities are inadequate and cannot be made adequate; (2) reasonable effort has been made to induce operators of private facilities to provide the necessary transportation and

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Continuation of IV. A. 6.

such effort has been unsuccessful; and (3) the service to be furnished will make proper use of transportation facilities and supply the most efficient transportation to the persons concerned. Motor vehicles used for this purpose shall have a seating capacity of 12 or more passengers (reference (j)). Transportation furnished under this provision shall be reviewed at least annually to determine its continuing validity.

B. Commercial Type Vehicles

1. Requirements

- a. Normal. Except for those vehicles maintained to meet approved DoD emergency and wartime requirements, the number of commercial type motor vehicles within each DoD Component shall be limited to the minimum needed to provide essential transportation services under normal conditions.
- b. Peak Load and other unusual requirements for such vehicles shall be met by borrowing from other Government Agencies, hiring from the General Services Administration or commercial sources (subject to the limitations in IV. B. 6., below), or using privately owned vehicles on a reimbursable basis.

2. Acquisition

- a. Approval. Passenger sedans acquired for use by the officials listed in Enclosure 1 may be either Type II. (intermediate) or Type III. (regular). The acquisition of other passenger sedans by purchase, lease, or other means shall be limited to those designated as Types I. A. or I. B. (compacts or subcompacts) in reference (d) except when, on the basis of documentation forwarded through established channels, the ASD (I&L) approves the use of Types II or III as absolutely essential to a Component's mission and so certifies to the Administrator of General Services in accordance with Attachment A, FMC 74-1 (reference (b)). In addition, new or renewed leases for more than 30 calendar days for commercial type vehicles for which the total annual cost exceeds \$500 shall be subject to the following approval requirements:

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Continuation of IV. B. 2. a.

- (1) For vehicles within the United States (the 50 States and the District of Columbia) prior approval shall be obtained from the General Services Administration by the head of the DoD Component concerned or his designee.
- (2) For vehicles outside the United States, prior approval shall be obtained from the head of the DoD Component concerned or his designee.

Requests for such approval shall include full justification of the need for the leased vehicles and certification that other means of transportation are not available or suitable. All charter services and medium and heavy trucks leased for 90 days or less are exempt from this requirement.

b. Criteria. All commercial type motor vehicles acquired within the DoD shall be limited to the minimum body size, maximum fuel efficiency, and equipment (if any) necessary to fulfill the operational need for which the vehicles were obtained.

3. Pooling. All commercial type motor vehicles shall be used on a pooled basis to help insure the highest effective level of utilization and shall not be assigned exclusively to one official or employee, except for the officials for whom the DoD Component concerned determines that such assignment is absolutely essential to the accomplishment of the Component's mission. Additionally, within the National Capital Region there shall be no individually assigned vehicles with chauffeurs except for those assigned to the officials identified in categories 1-6 of part A., Enclosure 1.

4. Interservice Support. Interservice support among DoD Components shall be utilized to the extent practicable where economies can be realized without impairment of mission effectiveness in accordance with the provisions of DoD Directive 4000.19 (reference (h)).

5. Records and Reports

a. The basic record-keeping system for commercial type vehicles shall incorporate operation and maintenance data which, in turn, shall be integrated into the accounting system of the function/organization which manages these vehicles. Continuing reporting requirements of the General Services Administration shall be met by extracting data from the basic system used by each DoD



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Continuation of IV. B. 5. a.

Component concerned rather than by developing special systems to meet these external requirements.

- b. Economic analyses as set forth in DoD Instruction 7041.3 (reference (i)) shall be used where applicable to ensure that costs versus benefits of all alternatives are considered in arriving at investment and operating decisions.

6. Large Sedans

- a. Limousines and heavy sedans are not authorized for use within the Department of Defense.
- b. Only those officials listed in Enclosure 2 are authorized medium sedans.

7. Tuneups. Tuneups of all DoD owned commercial type vehicles shall be performed at least once every 12,000 miles or 12 months, whichever occurs first.

8. Identification

- a. General. Each DoD owned and controlled commercial type motor vehicle (except those hired from the General Services Administration, those hired from commercial sources for 90 days or less, and those exempt from identification under the provisions of paragraphs 8. b. and c. below) shall display the legend "For Official Use Only" and an appropriate title for the DoD Component concerned. DoD-owned vehicles shall also display the registration number assigned thereto by the DoD Component concerned.

- b. Exemptions. Motor vehicles used for intelligence, investigative, or security purposes or which are required to be unidentified under the conditions of a Status of Forces Agreement are exempt from the identification requirements set forth in this subsection. Motor vehicles used by the officials listed in Enclosure 1 are also exempt from the foregoing requirements but shall display official U.S. Government tags.

- c. Additional Exemptions. Additional exemptions may be authorized by the ASD (I&L) when conspicuous identification will endanger the security of individuals or the United States Government.

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Records. A current record shall be maintained of all vehicles exempt from the identification provisions of this Directive, and measures shall be instituted to assure that such vehicles are used for official purposes only.

V. DELEGATION OF AUTHORITY - INTERAGENCY MOTOR VEHICLE POOLS

In accordance with the provisions of 10 United States Code 133(d) (reference (g)) authority is hereby delegated to the Secretaries of the Army, Navy, and Air Force to exercise the powers, functions, and duties conferred upon the Secretary of Defense by Public Law 766, 83rd Congress (reference (k)) as implemented by Executive Order 10579 (reference (l)) providing for the establishment and operation of interagency motor vehicle pools and systems.

VI. RESPONSIBILITIES

- A. The Assistant Secretary of Defense (Installations and Logistics) shall provide necessary policy guidance to the DoD Components concerning the procurement, use, maintenance, reporting and disposition of motor vehicles.
- B. The Assistant Secretary of Defense (Comptroller) shall be responsible for programming, budgeting and financial accounting for motor vehicles.
- C. The Department of the Army shall:
  - 1. Develop, publish, and maintain, in coordination with the other DoD Components, a single DoD Regulation (DoD 4500.36-R) which will implement this Directive and provide such other guidance concerning DoD owned and controlled motor vehicles as is considered appropriate.
  - 2. Evaluate and coordinate proposed revisions to the DoD Regulation (DoD 4500.36-R) developed internally or received from other DoD Components, and furnish a copy of all revision proposals to the Assistant Secretary of Defense (Installations and Logistics). This responsibility includes:

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Continuation of VI. C. 2.

- a. Resolving where possible those issues which concern procedural matters not affecting policy.
- b. Referring matters affecting policy or with irreconcilable procedural issues, together with divergent comments, to the ASD (I&L) for appropriate coordination and decision.
- c. Publishing and distributing approved changes to the DoD Regulation.

**D. All DoD Components shall:**

1. Disseminate the DoD Regulation to the operating level for compliance.
2. Forward suggested changes in policies and procedures to the Department of the Army for preparation and coordination of revisions as appropriate.
3. Manage and operate their motor vehicles, consistent with the provisions of this Directive, the above-mentioned Regulation (DoD 4500.36-R) and any supplemental guidance issued.

**VII. EFFECTIVE DATE AND IMPLEMENTATION**

- A. This Directive is effective upon publication.
- B. Interim instructions implementing paragraphs IV. A. 1. and IV. B. 6., above, shall be forwarded to the Assistant Secretary of Defense (Installations and Logistics) within thirty days of the date of this Directive. These instructions shall be accompanied by a statement signed by the head of the DoD Component concerned to the effect that only the personnel authorized transportation between domicile and place of employment by paragraph IV. A. 2., above, are being provided such transportation. (Among other things, any instruction implementing paragraph IV. B. 6. shall require the immediate termination of leases or turn-in to the nearest Defense Property Disposal Office (Defense Supply Agency), as appropriate, of all excess limousines and medium sedans.)

Continuation of VII.

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Within three months of the date of this Directive two copies of the proposed DoD Regulation (DoD 4500.36-R) implementing this Directive shall be forwarded to the Assistant Secretary of Defense (Installations and Logistics) for approval prior to publication.

*H. P. Clements*  
Deputy Secretary of Defense

Enclosures - 2

1. Officials Authorized Transportation  
Between Domicile and Place of  
Employment
2. Officials Authorized Medium Sedans

Jul 30, 74#

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DEPARTMENT OF DEFENSE OFFICIALS AUTHORIZED  
TRANSPORTATION BETWEEN DOMICILE AND PLACE OF  
EMPLOYMENT AS HEADS OF EXECUTIVE DEPARTMENTS  
AND PRINCIPAL DIPLOMATIC OFFICIALS

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\*

A. On a daily basis.

\*

1. The Secretary of Defense
2. The Deputy Secretaries of Defense
3. Secretaries of the Army, Navy, and Air Force
4. Chairman, Joint Chiefs of Staff
5. Chiefs of Staff of the Army and Air Force, Chief of Naval Operations and Commandant of the Marine Corps
6. Director of Defense Research and Engineering
7. Four star commanders outside the National Capital Region
8. Commander, Middle East Force

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- B. On an exception basis. While, pursuant to the exemptions set forth in 31 USC 638 a(c)(2), the following officials are legally authorized such transportation, its use by these officials shall be limited to those occasions upon which they determine this transportation as essential to the successful accomplishment of their duties for that day, but not on a daily or routine basis: Assistant Secretaries of Defense and the General Counsel of the Department of Defense; Under Secretaries of the Army, Navy, and Air Force; Vice Chiefs of Staff of the Army and Air Force, Vice Chief of Naval Operations, and Assistant Commandant of the Marine Corps; Assistant Secretaries of the Army, Navy, and Air Force; Commander, Army Materiel Command; Chief, Naval Material; Commander, Air Force Systems Command; and the Director, Joint Staff.

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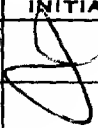
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DOD OFFICIALS AUTHORIZED MEDIUM SEDANS

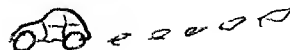
1. The Secretary of Defense
- \* 2. The Deputy Secretaries of Defense \*
3. Secretaries of the Army, Navy, and Air Force
4. Chairman, Joint Chiefs of Staff
5. Chiefs of Staff of the Army and Air Force, Chief  
of Naval Operations, and Commandant of the Marine  
Corps

#First amendment (Ch 1, 1/27/76)

	UNCLASSIFIED		CONFIDENTIAL		SECRET
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	John McMahon		4 JUN 1976		
2	MALANICK				
3	RM 7D 26				
4					
5					
6					
	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

**Remarks:**

THANK YOU



FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Michael J. Malanick, ADDA

1 June

UNCLASSIFIED

CONFIDENTIAL

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DD/A Registry  
Travel

DD/A 76-0490

2 February 1976

MEMORANDUM FOR: Director of Central Intelligence

Sir:

1. Regarding your trip to the West Coast next week, attached is a proposed itinerary. We have made several assumptions: 1) that arrangements will be made for speech in Houston; 2) that arrangements will also be made for speech in Los Angeles; 3) that it is convenient to return as late as Sunday, 15 February; and 4) Mr. James [redacted] will accompany.

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2. Will be happy to discuss details.

15/  
John N. McMahon  
Associate Deputy Director  
for  
Administration

Att

Distribution:

Original - DCI w/att (by hand)  
1 - ER w/att (by hand)  
X - DD/A Subject w/att  
1 - DD/A Chrono (do not circulate)  
1 - JNM Chrono w/att  
ADD/A:JNMcMahon:der (2 February 1976)

E2 IMPDET  
CL BY 059687



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# OUTGOING MESSAGE

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MESSAGE REFERENCE NUMBER

SPECIAL DESIGNEES

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ROUTING	1	4	7	10	13
	2	5	8	11	14
	3	6	9	12	15

25X1A

TO BUSH FROM BLAKEY

DD/A Registry

*Travel*

25X1A

1. [REDACTED] PLEASE HAVE FOLLOWING CABLE DELIVERED SOONEST  
TO MR. BUSH.4

2. MR. BUSH: BASED ON INTENSIVE ACTIVITY IN REVIEWING  
AND REDRAFTING FORTHCOMING EXECUTIVE ORDERS THERE POSSIBILITY  
OF PRINCIPALS MEETING WITH THE PRESIDENT ON EXECUTIVE ORDERS  
AT WHITE HOUSE ON MONDAY, 16 FEBRUARY. DICK LEHMAN WILL  
ARRIVE DENVER SATURDAY NIGHT FOR PURPOSES OF GIVING YOU UP-  
DATED BRIEFINGS.4

3. LEHMAN ARRIVING UAL FLIGHT 167 AT 7:10 P.M. LOCAL  
TIME AND WILL [REDACTED] STAY AT DENVER MARRIOTT. IN ANY  
EVENT WILL TRY TO MAKE TELEPHONIC CONTACT WITH YOU SATURDAY  
NIGHT UPON ARRIVAL. AT YOUR OPTION HIS BRIEFINGS MAY BE GIVEN  
YOU THAT EVENING OR DURING FLIGHT TO WASHINGTON ON SUNDAY.  
E2 IMPDET.H

DATE: 13 FEBRUARY  
ORIG: JOHN F. BLAKE  
UNIT: DEPUTY DIRECTOR FOR ADMINISTRATION  
EXT: 5454 - 7026

25X1A

JOHN F. BLAKE  
DEPUTY DIRECTOR FOR ADMINISTRATION

RELEASING OFFICER

COORDINATING OFFICERS

AUTHENTICATING OFFICER

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SECUR

SUBJ: DCI VISIT

1. UPON ARRIVAL LOS ANGELES DCI MET BY CBS WHO TRANSPORTED HIM AND PARTY TO HOLLYWOOD FOR TAPING OF CBS 60 MINUTES PROGRAM BY MIKE WALLACE. DCI ADVISED TAPING APPOINTMENT WAS PRIOR COMMITMENT MADE BY HIM.

2. TAPING REPORTEDLY WILL BE AIRED APPROX 3 WEEKS LATER AND NOT RELATED TO PRESENT TRIP. CBS PROVIDING TRANSPORTATION FROM AIRPORT TO STUDIO AND BACK TO HOTEL. E2 IMPDET.

S E C R E T

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**Next 21 Page(s) In Document Exempt**